

## **HAWAII STATE PUBLIC LIBRARY SYSTEM KANEOHE PUBLIC LIBRARY**

### **Internet Access**

The Hawaii State Public Library System (HSPLS) offers free Internet access at all public libraries in the state. One or more Personal Computers (PCs) are available at each library. Due to the popularity of the Net, there are some restrictions on use:

- One (1) walk-in session per day, subject to availability. No reservations. See [http://www.state.hi.us/kaneohepl/hspls\\_net\\_svcs.html](http://www.state.hi.us/kaneohepl/hspls_net_svcs.html) for more details.
- Presentation of HSPLS library card (of the user) at the Reference Desk prior to use.
- Agreement by the user to follow the HSPLS Internet Acceptable Use Policy (posted by each Internet station).

We at Kaneohe Public Library look forward to your cooperation and productive, enjoyable use of the Internet. We caution you, however, to understand that the Net can be unpredictable and slow to respond at times. Sources of information vary, and the consumer, of course, should beware. Mahalo.

### **Introduction to the Internet for Beginners**

The INTERNET is a global network, decentralized by design, which connects millions of computers. There are more than 600 million users and 100 + countries linked. This exchange of data, information, news, entertainment, products (online shopping), electronic mail, and viewpoints has changed the way we live.

The World Wide Web (WWW or Web) is part of the Internet and now regarded as a major research tool and a major source of entertainment. This class will focus on the Web.

Please review the Glossary on page 3 to familiarize yourself with the terminology used in the class.



### **Step-by-Step Instructions:**

- USE the mouse to “left click” on NETSCAPE or EXPLORER to connect to the HSPLS Home Page at <http://www.libraries.hawaii.org/> .
- CLICK on the Location box, and type a URL. (For example, typing <http://www.state.hi.us/kaneohepl/> will bring you our Home Page or <http://www.mauinews.com/> will bring you to the MAUI NEWS web site.
- PRESSING CTRL and O (at the same time) will also enable you to type a Web address, as will pulling down the File menu and clicking on OPEN.
- LINKS are an easy way to navigate or browse the Net. From our Home Page, click on “Selected Links,” then scroll down and click on the “Search Engines” link.
- BOOKMARKSFAVORITES are similar to Links (but are cleared regularly on HSPLS PCs). Open a site; click on Bookmarks/Favorites; and “Add” this site to the list.
- TOOLBAR: Click on each icon to familiarize yourself. For example, clicking on “Stop” (X icon) will abort or the end the loading of a site. This is very useful if it is taking too long to load or if you chose the wrong site.
- PULL DOWN MENUS: Sample each item in each menu as you did with the toolbar.
- PRINTING: Click on the “Print” icon, and choose “All” or “Pages from:”; Click “OK” or press “Enter/Return” to begin printing. Click on “Cancel” to NOT print. Use PRINT PREVIEW for a sample of what you are going to print. Pressing CTRL and P (at the same time) or pulling down File>Print are other ways to print.
- SEARCH ENGINES: Click on “Search,” and type in the keywords (or subject). This should produce a list of Web sites or documents related to your topic. Use quotation marks (“ ”) to treat keywords as a phrase. A plus sign (+) before the keyword(s) requires the word to be present. Use “Help” as necessary.

OPTIONS for gaining easy access to SEARCH ENGINES/DIRECTORIES include: Clicking on “Selected Links” at the top of the Kaneohe Public Library Home Page (scrolling down until reaching “SEARCH ENGINES, WEB DIRECTORIES, and WEB TUTORIALS”); or clicking on “Search” on the Netscape toolbar.

- ONLINE TUTORIALS are available on the Web. Click on the “Training Center” link under WINDWARD OAHU on the Kaneohe Public Library Home Page, and then click on “Parents.” Also try “Internet / Tutorials” under SEARCH ENGINES ...

## Glossary

- **BOOKMARK/FAVORITE:** Saves the Web page address for later retrieval. Bookmarks are comparable to links and can be organized alphabetically or by subject
- **CURSOR:** A special symbol, usually a solid rectangle or a blinking underlined character, which signifies where the next character will be displayed on the screen.
- **E-MAIL:** Electronic mail. This is the Internet's most popular application.
- **HOME PAGE:** The main page of a Web site. It serves as an index or Table of Contents to other documents stored at the site.
- **ISP:** Internet Service Provider is a company that provides access to the Internet via Dial-up (telephone), Digital Subscriber Lines or Cable.
- **HTML:** HyperText Markup Language is the authoring language used to create documents on the WWW. Pull down View>Page Source to see the HTML tags used.
- **HYPERLINK:** An element in an electronic document that links to another place in the same document or to an entirely different document. Typically, you point and click on the hyperlink to move to another document.
- **MOUSE:** A device that controls the movement of the cursor (pointer) on the monitor (screen). The arrow keys and the return/enter key on the keyboard can be used similarly some of the time. Efficient use of the mouse will make your Internet navigation ("surfing") much more pleasant.
- **PORTAL:** A Web site or service that offers a broad array of resources and services, such as e-mail, forums, search engines, and online shopping malls. Examples include AOL, YAHOO and NETSCAPE NET CENTER..
- **PULL DOWN MENUS:** Located above the toolbar (File; Edit; View; Go; etc).
- **SCROLL BAR:** A bar that appears on the side or bottom of a window that makes it easy to move to any part of a document. "Page Up" or "Page Down" on the keyboard work similarly. Ctrl and End (at the same time) moves to the bottom of the document while Ctrl and Home moves to the top. The Up and Down arrow keys move one line at a time.
- **SEARCH ENGINE:** A program that searches specified keywords and returns a list of the documents where the keywords were found. Examples are Alta Vista, CNET Search; Excite, Google, Ixquick, and MSN Search.
- **SUBJECT DIRECTORY:** A compilation and categorization of Web pages. It is also searchable by keyword. YAHOO is one of the most popular.
- **TELNET:** A terminal emulation program
- **TOOLBAR:** Frequently used icons near the top of the browser's screen that perform basic operations: Back; Forward; Reload/Refresh; Home; etc.
- **URL:** Uniform Resource Locator, the global address of documents and other resources on the WWW. It is generally lower case sensitive, with no spaces. For example, Kaneohe Public Library's URL or Web address is: <http://www.state.hi.us/kaneohepl>.
- **WEB BROWSER:** Software applications that provide easy access to the WWW. NETSCAPE NAVIGATOR and INTERNET EXPLORER are two of the most popular graphical browsers. Both are available at most public libraries in Hawaii..
- **WEB PAGE:** A document on the WWW that is identified by a unique address.
- **WEB SITE:** A site or location on the WWW.
- **WINDOW:** An enclosed rectangular area on the monitor (screen). More than one window can be displayed on the screen at the same time.

## **References**

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## **Notes**